

CONSTRUCTION INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform duties in support of capital improvements project inspection programs; to ensure construction work is in compliance with applicable codes and regulations; to maintain construction project records; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director/City Engineer.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinate, document and inspect capital improvement projects; communicate with contractors to ensure compliance with applicable codes and regulations.
2. Visit project sites to conduct inspections of all work within the right of way; inspect work to ensure compliance with plans and specifications; document all survey and geotechnical activities at job sites.
3. Review construction permits, plans and specifications to enforce applicable codes and ordinances.
4. Organize and maintain project records; prepare daily, weekly and monthly construction reports.
5. Provide technical information to builders, contractors and the general public as requested; respond to complaints from the general public and resolve issues within area of responsibility.
6. Schedule, coordinate, monitor and approve contract payments; review and approve progress payments for contracted construction work.
7. Coordinate or conduct various materials testing functions at construction sites including but not limited to asphalt, concrete, soil and water for compliance with applicable specifications; review test reports.
8. Calculate quantities or prepare or review estimates for construction projects, materials and costs.
9. Coordinate construction activities with other agencies; act as a liaison between contractor and project manager on construction inspection issues.
10. Verify all contract changes; document changes to ensure as-built drawings reflect these changes. Marginal Functions:
11. Photograph job sites prior to construction.

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May exercise technical and functional supervision of contracted and clerical staff.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of general construction.
Principles, methods and techniques of construction inspection.
Rules, regulations, codes, standards and ordinances in assigned project areas. Principles and techniques of materials testing.
Operational characteristics of construction inspection and materials testing equipment. Principles and procedures of record keeping.
Principles of report preparation.
Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
Applicable computer software applications. Mathematical principles.
Occupational hazards and standard safety practices.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Inspect capital improvements for compliance with plans and specifications.
Review construction permits, plans and specifications to enforce applicable codes and ordinances.
Coordinate or conduct materials testing.
Interpret plans and specifications.
Operate a variety of inspection and materials testing equipment. Maintain accurate records and files.
Prepare clear and concise reports.
Respond to requests and inquiries from the general public.
Operate office equipment including computers and supporting software applications. Operate a variety of construction inspection and materials testing equipment and tools. Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Experience and Training Guidelines
- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Three years of increasingly responsible construction inspection experience.
- Training:
Equivalent to the completion of the twelfth grade supplemented by specialized training in engineering construction or inspection or a related field.
License or Certificate
Possession of, or ability to obtain, an appropriate, valid driver's license.

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WORKING CONDITIONS

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases; work around heavy equipment.

PHYSICAL CONDITIONS:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.